

# REQUEST FOR PERMISSION TO SERVE LIQUOR – TEMPORARY PATIO EXTENSION

*As per Regulation 719 under the Liquor licence Act*

**PRINT FORM**

Regardless of the location of your summer patio, you will need to request “Temporary Patio Extension” if you are expanding it beyond the limits of your normal approval. To do this you will need to request a **Letter of Approval** from the City of Woodstock.

Please note, applications received with no drawings of the location of the patio will not be considered until a drawing is received.

**Please choose all that apply**

	Street Side Patio – the patio will be located within an on street parking space(s) located in front of your business.
	Sidewalk Bump Out – the patio will be located immediately adjacent to your business and pedestrian sidewalk swings out and around the patio in a bump out installed in an on street parking space(s).
	Other Municipal Property – the patio will be located on municipal property located near your business.
	Patio Extension – located on private property
I have read and understood the City of Woodstock Temporary Patio Extension information as it relates to location, design, and use of additional space.	Yes    No
I agree to adhere to all public health and workplace safety requirements and restrictions as set out by the Province of Ontario and Southwestern Public Health.	Yes    No

**Contact Information**

<i>Business Name:</i>	
<i>Applicant's Name:</i>	
<i>Street address where the temporary patio will be locate (including postal code):</i>	
<i>Business Phone #</i>	<i>Daytime Contact #</i>
<i>e-mail address:</i>	

**Patio Information**

1 <sup>st</sup> location Dimensions _____ Metres x _____ Metres
2 <sup>nd</sup> location if applicable Dimensions _____ Metres x _____ Metres

**Drawing/plans**

Prepare plans and drawings of the proposed Temporary Patio Extension installation(s) with dimensions in accordance with the design criteria for the municipality.

*Plans and drawings must be prepared by a qualified designer with a Building Code Identification Number (BCIN) or an architect, and stamped by a P. Eng.*

Have you attached the required drawings?	Yes	No
--	-----	----

**Insurance**

*General liability insurance from an insurer licensed in the Province of Ontario for \$2 million per occurrence with an aggregate limit of no less than \$5 million to the City of Woodstock against any liability for property damage or personal injury, negligence including death which may arise from the applicants operations under this agreement. The City of Woodstock must be included as an "additional Insured". In addition the commercial General Liability shall contain Cross Liability and Severability clauses and Products & Completed Operations coverage including a standard contractual liability endorsement.*

Have you attached the required Insurance documents?	Yes	No
---	-----	----

**I agree to adhere to the following conditions:**

- All exit doors leading from the facility are to remain unobstructed and permit safe travel away from the building in the event of an emergency.
- All exit doors from residential occupancies exiting from the same building as the applicant facility shall remain clear, unobstructed, and separate from the barricaded area.
- That any necessary permissions from the property owner will be obtained.
- If encroaching on a municipal road, the patio area is not to be closer than 4.5 metres from the centre line of the Highway and the roadway is to be maintained obstruction free to provide emergency response vehicles access.
- Meet all the terms of the agreement for a temporary patio extension as specified in the information provided on the City of Woodstock website.
- Meet all eligibility criteria and applicable requirements of the Alcohol and Gaming Commission of Ontario.

**I understand a copy of this information will be forwarded to:**

- Woodstock Police Service
- Southwestern Public Health (Woodstock Branch)
- City of Woodstock
  - Fire Department
  - Public Works Department
  - Engineering Department
  - Building Department
  - Economic Development Department

Print your name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Temporary Patio Extension Information

---

### BACKGROUND INFORMATION & REQUIREMENTS

Businesses that are already licensed to serve alcohol indoors may be eligible to apply for a Temporary Patio Extension under the AGCO's policy and extend their licensed premises for an eight-month period to serve alcohol outdoors.

As of January 1, 2023, eligible liquor sales licensees are no longer required to submit their applications to the AGCO. The new process requires municipality approval prior to submitting the confirmation information to the [iAGCO](#) portal. To be eligible for a Temporary Patio Extension under the AGCO's policy and City of Woodstock requirements, you have a valid sales licence, be permitted to open for on-site consumption, and meet the criteria as set out below:

1. The physical extension of the premises is adjacent to:
  - a. The licensed premises to which the licence to sell liquor applies; or
  - b. The licensed premises or manufacturers that hold a by-the-glass endorsement.
2. The Municipality has indicated it does not have an objection to the proposed extension.
3. The licensee can demonstrate sufficient control over the physical extension of the premises.
4. There is no condition on the licence or endorsement prohibiting the Temporary Patio Extension.
5. The capacity of any new patio, or extended patio space where the licensee has an existing licensed patio, allows for at least 1.10 square meters per person.
6. In the case of a by-the-glass endorsement, the sale and service of the wine, beer, and/or spirits manufactured by the manufacturer within the patio extension of the premises is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose.

Temporary Patio Extension requests must be completed using the applicable form provided by the City of Woodstock. The application must comply with the requirements as specified by the Building Department, Engineering and Public Works Departments, Fire Department, Woodstock Police Service, Southwestern Public Health, and the AGCO regarding size, occupancy, and health regulations.

Where a business is requesting to open or expand an existing patio onto municipal property, permission and additional approval must be obtained following the requirements of the City of Woodstock's Pop-Up Patio Program. Where a business is requesting to open or expand an existing patio onto private property, permission and approval will need to be obtained from the property owner and provided with your Temporary Patio Extension application.

## **APPLICATION FORMS, REQUIREMENTS, AND FEES**

Please complete and submit the below Temporary Patio Extension application. In addition to the application form, please provide sketches or photographs of the patio and permission from the property owner, if applicable.

There are currently no fees required to submit the Temporary Patio Extension application.

Once you have received your approval letter from the City of Woodstock, you must comply with the AGCO guidelines and submit the approval letter to the iAGCO portal prior to opening your patio.

## **APPROVAL PROCESS**

Step 1 – Submit your application, as above, and copies of the required plans and drawings to:

Woodstock City Hall  
Attn: Temporary Patio Extension  
c/o Kirsten Maczko  
500 Dundas Street, PO Box 1539  
Woodstock, ON N4S 0A7

Or [kmaczko@cityofwoodstock.ca](mailto:kmaczko@cityofwoodstock.ca)

Step 2 – Revise application in response to staff comments, if necessary.

Step 3 – Sign formal Agreement for use of municipal space.

Step 3 – Clear conditions of approval.

Step 4 – Construct temporary patio installation.

Step 5 – Contact city staff re: inspection.

Step 6 – Obtain final approval.

All applications submitted will be reviewed/approved by city staff.